



## *Red Cliff Band of Lake Superior Chippewa Indians*

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

### **JOB DESCRIPTION**

**POSITION:** GLITC SNAP-ED Nutrition Educator

**LOCATION:** Red Cliff Food Distribution

**SALARY:** \$12.00-\$15.00/hour, 20-30 hours/week

**SUPERVISOR(S):** Food Distribution Director

### **THIS IS A REGULAR PART-TIME NON-EXEMPT POSITION**

**JOB SUMMARY:** Provide education materials to community members that will help increase their knowledge in the prevention of diabetes, heart disease, high blood pressure, and obesity using Food Share. The nutrition educator will teach and help people learn more about home food safety. Teaching healthy and new ways to cook with Food Share benefits and other nutritional foods.

### **DUTIES AND RESPONSIBILITIES:**

1. Teach topics on nutrition to SNAP Food Share eligible clients.
2. Develop and conduct demonstrations on cooking and food safety.
3. Maintain and submit accurate monthly records on demonstrations conducted.
4. Maintain filing system.
5. Research health issues on Internet.
6. Electronic reporting to GLITC via computer.
7. Coordinate with the UW Extension on cooking demonstrations.
8. Attend Training as needed
9. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**SUPERVISORY AUTHORITY:** : Must be able to lift at least 50 pounds. There will be some bending, lifting and reaching in overhead storage, but mostly sedentary work.

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**KNOWLEDGE:** Basic knowledge of computers, typing and clerical skills. Knowledge of and sensitivity for Ojibwe culture and traditions.

**QUALIFICATIONS:**

1. Minimum of high school diploma, HSED or GED required.
2. Must have good communication and writing skills.
3. Must have the ability to facilitate individual or group meetings and demonstrations.
4. Must have knowledge of computer and office skills such as typing and filing.
5. Must maintain confidentiality.
6. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

**PERSONAL CONTACTS:** Red Cliff Tribal Officials, GLITC, Site Directors and Community Members, Summer Food Staff

**PHYSICAL REQUIREMENTS:** None

**WORK ENVIRONMENT:** Food Distribution Building, Elderly Building, Mishomis Wellness Center, Red Cliff Community Health Center, Legendary Waters Resort and Casino, Summer Food Sites, and Community Nutrition home visits, Boys & Girls Club.

**TRAVEL REQUIREMENTS:** The ability to travel and attend meetings and trainings; overnight and out of town, both locally & nationally. GLITC training, Food Safety Training, Extension's National Conference.

**BEHAVIOR AND ATTITUDE:** The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

**Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.**

**This job description is subject to change at employer's discretion, after consultation with the employee.**

**APPLICATION SUBMITTAL REQUIREMENTS:** The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.

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3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

**POSTING DATE:** December 3, 2018

**DEADLINE:** December 17, 2018 @ 4:00 p.m.

**FOR FURTHER INFORMATION:**

**Red Cliff Band of Lake Superior Chippewa**

**Human Resources**

**88455 Pike Road**

**Bayfield, WI 54814**

[www.redcliff-nsn.gov](http://www.redcliff-nsn.gov)

[ashley.poch@redcliff-nsn.gov](mailto:ashley.poch@redcliff-nsn.gov)

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**(715)779-3700 ext. 4268 or 4267**

**The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.**

**All applicants for employment with the Red Cliff Tribe will be subject to the background investigation and other requirements of RCCL Chapter 43, and are under a continuing obligation to supplement this application for employment with information concerning any convictions that occur after commencement of employment with the Tribe.**

**EMPLOYEE BENEFIT PACKAGE – PART-TIME EMPLOYEES**

1. A Health Insurance Plan which is offered through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Part-time employees will be on a prorated pay status depending on hours worked.
2. The Tribe offers General Leave to part-time employees as stated below:

Regular Part-time 30-37 hours/week	Vacation/GL – 12 hours/month
Regular part-time 20-29 hours/week	Illness/GL – 8 hours/month
3. The Tribe observes a total of 11 paid holidays.